

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No. K0075529	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Senior Administrative Assistant		
3. Division Wichita Region Office			12. Proposed Class Title		
4. Section PPS	For Use By Personnel Office	13. Allocation			
5. Unit Foster Care		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position provides records maintenance support and administrative support to the PPS Foster Care division.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Kristin Peterman, LMSW

Foster Care Administrator

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed under the general direction of the Foster Care Contract Administrator. Verbal and/or written assignments are guided by agency policies and procedures. Work performed involves considerable independent judgment seeking supervisory consultation as needed. This position receives minimum daily supervision and may be physically removed from the direct supervisor with direct supervision limited to periodic checks.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments; perform other tasks as assign by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

No. Each Task and Indicate Percent of Time	E or M	
		<p>Administrative Support</p> <ul style="list-style-type: none"> — Contacts contracted provider staff with notices of reviews that are due, forms required and track related correspondence. — Labels and organizes unit files. — Collects and distributes all unit mail, faxes and other correspondence. — Answers the phone as needed. — Screens callers and visitors while providing information or direction for customers as needed. — Creates letter templates, database tables and spreadsheets. — Scans paper documents in pdf format. — Assists in adoption assistance renegotiations through responding to phone calls and inquiries to gather information from the family, mailing information to families, maintaining adoption assistance files. <p>Clerical Support</p> <ul style="list-style-type: none"> — Tracks data for unit and the division utilizing spreadsheets and data systems. — Utilizes computer systems and multiple data bases to research, investigate and document information to supplement information gathered by the Foster Care Liaisons and/or Adoption Specialists, and/or Independent Living Social Worker Specialists. — Assists Foster Care Liaison and/or Adoption Specialist and/or Independent Living Social Worker Specialists in gathering case information. — Provides back up support for the unit as assigned — Organizes copies and gathers information for meetings, case reviews and audits as requested by the Foster Care Contract Administrator. — Participates in and takes minutes for unit meetings. — Coordinate with other PPS lines of business in order that the file is merged into a single case file. — Mails social service case files to area offices when transferred. — Manages closed files. — Prepares new files by putting in proper order and labeling and assists in maintaining closed unit files. <p>File Maintenance</p> <ul style="list-style-type: none"> — Adoption Files: Locates contractor and DCF files and completes a careful review of all documents to ensure the retention of birth family information. Prepares the file according to the Prevention and Protections Services (PPS) Policy and Procedure Manual (PPM) to be archived to Topeka. — DCF and Contractor Files: Locates contractor and DCF files and carefully reviews for duplicate information. The files are organized and stored according to the PPS PPM.

	Other Duties
	<ul style="list-style-type: none">— Attend all training, unit meetings, individual conferences and workgroups as required and assigned.— Provide support in absence of other team members.— Complete all other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Primary contact is made with agency staff. Minimal contact with external providers to exchange information, deliver files and coordinate clerical duties.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal risks associated with the use of computer equipment, filing and light lifting of files contained in boxes.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer, telephone, copier and fax machine.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date